TIPS FOR USING ACROBAT EDITABLE FORMS

- These forms can be saved to your local computer (the one you are typing on now). They can also be filled in directly from your web browser.

- Once you have filled in the form, print it *before trying to save it*. Saving the form will reset it, and clear all of your fields (see the next bullet below).

- Although you can save the *blank* form to your computer, you cannot save the form with your entered data unless you purchase the full version of Adobe Acrobat (http://www.adobe.com).

- You *can* however "print" to a PDF document to save your changes. Check with your IT department to see if you have the Adobe PDF print driver installed on your machine.

- If you make a mistake filling in a field, simply highlight the mistake and delete it or type over it.

- If you make *a lot* of mistakes filling in the form, simply hit the "Reset" button at the top of the form to clear all the fields.

- The "Print" and "Reset" buttons will not show up on the printed pages.

- Some of the forms are very long. Plan enough time to fill them in without having to save the information and come back to it, unless you have the full version of Acrobat.

- *The Application for Disbursement* is probably the longest, most detailed form. If you start entering data on page three of the form, it will fill in much of the information requested on pages one and two.